Net Direct Deposits   Section 2

Introduction   In EHRP, capturing information pertaining to direct deposits is a two-step process. First, HR staff must perform a personnel action to start, change, or stop the net direct deposit for an employee. This is completed via PAR Processing in the **Administer Workforce** module of the system. HR staff must then enter information into the **Direct Deposit** page in the **Maintain Payroll Data (USF)** module of the system so the information will be picked up by the payroll interface.

Effective Dates   Because each pay action will have both a PAR action and a pay action in the EHRP system, it is imperative that the user ensures that the effective date for each pay action is the SAME as the effective date for the corresponding PAR action.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

PAR Processing   Do not proceed with any of the below procedures without *first* processing the appropriate payroll related action via PAR processing.

The following table illustrates the relationship between the three procedures contained in this section and the applicable NOA codes for each:

	Start	**Change**	**Stop**
NOA Code	947-0	947-0	946-0
Savings Plan Page	1. Insert row if necessary 2. Enter **Effective Date** 3. Change **Status** to "active" 4. Enter direct deposit information	1. Insert row 2. Enter **Effective Date** 3. Change **Status** to "inactive" 4. Insert row 5. Change **Status** to "active" 6. Modify direct deposit information	1. Insert row 2. Enter **Effective Date** 3. Change **Status** to "inactive"

Navigational Path	Home ➔ **Compensate Employees** ➔ **Maintain Payroll Data (USF) Use** ➔ **Direct Deposit** **Or** **Access the item using the Worklist.**

Navigational Tips	• The 🔍 icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field. • The 📅 icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Procedure	**STARTING AN EMPLOYEE'S NET DIRECT DEPOSIT.** The following steps detail the procedure for entering net direct deposit information into EHRP for a NET Allotment Start (NOA 947-0): The personnel action must be entered first.
1	Follow the navigational path: Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing
2	In the **Search By** field, select either "Name" or "EmplID".
3	Type the appropriate employee information based on the Search By field selected The following **Data Control** page appears:

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

4   Click the [image] in the **Data Control** box to insert another row into the employee's record.

5   Enter the **Actual Effective Date** of the action.

NOTE: The effective date entered on the Personnel Action Request must match the Net Direct Deposit Date.

6   Enter "DTA" (Data Change) in the **Action** field.

7   Enter "PRA" in the **Reason Code** field.

8   Enter the applicable **NOA Code**.

9   Enter the correct **NOA ext.**

10   Change the **PAR Status** according to your role.

11   Click [Save].
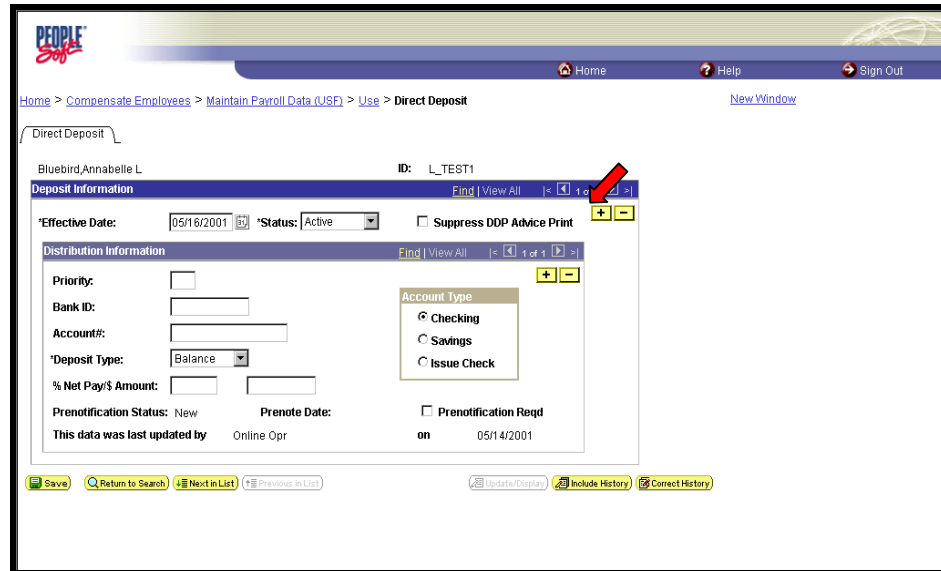
12   Follow the navigational path:

Home ➔ Compensate Employees ➔ Maintain Payroll Data (USF)
Use ➔ Direct Deposit

13   In the **Search By** field, select either "Name" or "EmplID".

14   Type the appropriate employee information based on the Search By field selected

The following **Direct Deposit** page appears:

15   Enter the **Effective Date**.

*NOTE: If there is previous data in the page, insert a row in the **Deposit Information** Box, as indicated by the arrow above.*

NOTE: Two actions cannot have the same effective dates. For example, the coverage will terminate at midnight on Day 1 and the new effective date will begin at 12:01 AM on the following day.

16   Select a **Status** of "Active."

17   Enter "01" in the **Priority** field.

18   Enter the financial institution's routing number in the **Bank ID** field.

19   Enter the account number in the **Account#** field.

20   Select "Balance" from the **Deposit Type** dropdown menu.

NOTE: This is the NET amount, calculated after any allotments or deductions that are being deducted for the employee.

21   Click either the "Checking" or the "Savings" radio button in the **Account Type** area.

22   Click [🖫 Save].

Changes to   If the employee makes direct deposit changes that affect the Routing Number
Direct Deposit   (**Bank ID**), a Net Allotment Stop NOA (946-0) and then a Net Allotment
                     Start NOA (947-0) need to be processed. For any other changes to an
                     employee's direct deposit arrangement, only a Net Allotment Change NOA
                     (947-0) is required.

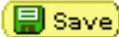**Procedure**   **CHANGING AN EMPLOYEE'S NET DIRECT DEPOSIT.**

                     The following steps detail the procedure for entering net direct deposit
                     information into EHRP for a NET Allotment Change (NOA 947-0):

1   Be sure the personnel action has been completed before proceeding. See
                     Steps 1 through 10 of Starting an Employee's Net Direct Deposit.

2   Follow the navigational path:

                     Home ➔ Compensate Employees ➔ Maintain Payroll Data (USF)
                     Use ➔ Direct Deposit

3   In the **Search By** field, select either "Name" or "EmplID".

4   Type the appropriate employee information based on the Search By field
                     selected

                     The following **Direct Deposit** page appears:

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5   Click ➕ in the **Deposit Information** Box, as indicated by the arrow above, to insert a new row.

6   Enter the **Effective Date** for the old direct deposit routing information to become inactive.

7   Update the **Status** to "Inactive."

8   Click ➕, as indicated by the arrow above, to insert a new row.

9   Enter the **Effective Date** for the new direct deposit information to become effective.

10   Update the **Status** to "Active."

11   Navigate to the applicable field(s) and make any necessary change(s).

12   Click 🖫 **Save**.

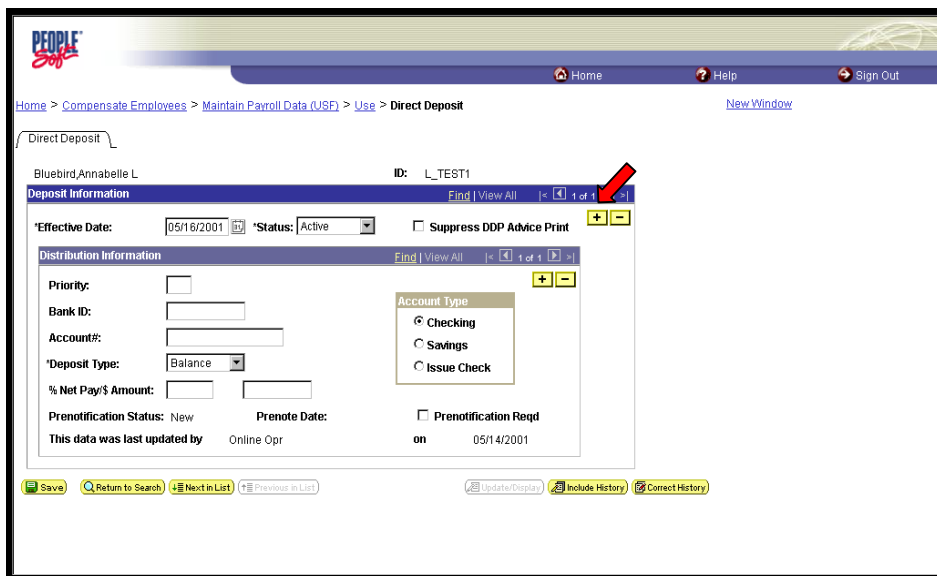**Procedure**   **STOPPING AN EMPLOYEE'S NET DIRECT DEPOSIT.**

The following steps detail the procedure for entering net direct deposit information into EHRP for a NET Allotment Stop (NOA 946-0):

1   Be sure the personnel action has been completed before proceeding. See Steps 1 through 10 of Starting an Employee's Net Direct Deposit.

2   Follow the navigational path:

Home ➔ Compensate Employees ➔ Maintain Payroll Data (USF)
Use ➔ Direct Deposit

3   In the **Search By** field, select either "Name" or "EmplID".

4   Type the appropriate employee information based on the Search By field
selected

The following **Direct Deposit** page appears:

5   Click ➕ in the **Deposit Information** Box, as indicated by the arrow above,
to insert a new row.

6   Enter the **Effective Date** for the direct deposit routing information to become
inactive.

7   Update the **Status** to "Inactive."

8   Click 🖫 Save .